



BOBBY JINDAL
GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

PAT SANTOS
INTERIM DIRECTOR

POSITION ANNOUNCEMENT

Opening Date: August 22, 2011
Closing Date: Until Filled
Title: WebEOC Programmer 1
Section/Division: Operations/Emergency Management
Status: Regular Unclassified
Position Salary Range: **Annually:** Minimum \$44,450 - Maximum \$93,517

QUALIFICATIONS:

Minimum

A baccalaureate degree.

Substitutions

Experience or training in computer systems programming, computer operations, network communications, production control, electronic technician work, or computer systems liaison work may be substituted for the required college training on the basis of one year of experience or training for two years of college.

An associate degree in computer science may be substituted for the required baccalaureate degree.

Twelve months of microcomputer network support or related software support duties (providing support for standalone and networked microcomputers as well as use of sophisticated scripting macros) will substitute for the required baccalaureate degree.

Twelve months of professional level computer programming or technical support experience will substitute for the degree.

Two years of professional level computer systems liaison work will substitute for the baccalaureate degree.

Completion of WebEOC Administrator may be substituted for two years of college.

Experience in homeland security and/or emergency management may be substituted for the required college training on the basis of one year of experience or training for two years of college.

NOTE:

Any college hours or degrees must be from a school accredited by one of the following regional accrediting bodies: the Middle States Association of Colleges and Secondary Schools; the New England Association of Schools and Colleges, Incorporated; the North Central Association of Colleges and Secondary Schools; the Northwest Association of Secondary and Higher Schools; the Southern Association of Colleges and Secondary Schools; the Western Association of Schools and Colleges.

Additional Information

Preference will be given to applicants with a baccalaureate degree in Computer Science or Information Systems; one year of experience in a homeland security and/or emergency management field; ESI certified WebEOC Administrator training; and/or a minimum of one year WebEOC Administration experience.

Selected applicant will be required to complete Basic Board Building within the first year of employment and Advance Board Building within the second year of employment.

Incumbent may have extended overnight travel. Must be able to work 12 hour shifts and beyond for extended periods during emergencies. Must present and maintain a valid driver's license. Applicant must possess outstanding verbal and written communication skills and maintain a high degree of professionalism at all times.

JOB CONCEPTS:**Function of Work**

To receive on-the-job training or instruction on programming languages, and to perform basic programming, debugging and testing based upon written specifications provided by more experienced applications personnel relating to WebEOC overall administration, programming and board building.

NOTE:

Programming languages are defined as general purpose computer instructions.

Level of Work

Entry.

Supervision Received

Close supervision from more experienced applications personnel, administrators or managers in Operations.

Supervision Exercised

None

EXAMPLES OF WORK:

Maintains and enhances existing WebEOC boards and interfaces.

Develops new WebEOC boards and interfaces.

Provides technical advice, assistance, and guidance to employees who are less experienced or familiar with a specific programming language.

Meets with users to determine needs and parameters, and to evaluate results; assists in writing user guides.

Is the subject matter expert on WebEOC and the primary WebEOC instructor for the State.

Troubleshoots and resolves configuration issues from multiple jurisdictions.

Researches and designs product enhancements as suggested by the end users.

Designs and implements new features for each jurisdiction process.

Designs and implements new processes as requested by users.

Provides WebEOC Administrator and end-user level training.

Conducts adult level training.

Receives programming instruction or on-the-job training; studies programming and other technical data processing manuals.

Flowcharts, codes, compiles, tests, debugs, modifies, and documents new or existing applications programs under close supervision or review and within accepted standards, procedures, and guidelines.

Identifies, researches and proposes solutions to program, machine, data or programming problems, in consultation with senior employees or supervisors.

Assists in writing user guides or production run books.

May provide limited technical or functional advice or assistance to employees less experienced or less familiar with specific programming languages.

May operate a variety of information processing equipment.

IMPORTANT NOTES:

Vacancy may be filled from this recruitment as a WebEOC Programmer 2 or WebEOC Programmer 3 depending on the level of experience of the selected applicant. The maximum salary for the Information WebEOC Programmer 3 is \$107,078.

Please be certain to use an email address on the application submitted that is accessed often. If invited to interview, an impromptu skills assessment will be conducted.

BENEFITS:

Louisiana State Government represents a wide variety of career options and offers an outstanding opportunity to “make a difference” through public service. With an array of career opportunities in every major metropolitan center and in many rural areas, state employment provides an outstanding option to begin or continue your career. As a state employee, you will earn competitive pay, choose from a variety of benefits and have access to a great professional development program.

Flexible Working Arrangements – The flexibility of our system allows agencies to implement flexible working arrangements through the use of alternative work schedules, telecommuting and other flexibilities. These arrangements vary between hiring agencies.

Professional Development - The Comprehensive Public Training Program (CPTP) is the state-funded training program for state employees. Through CPTP, agencies are offered management development and supervisory training, and general application classes on topics as diverse as writing skills and computer software usage.

Insurance Coverage – Employees can choose one of several health insurance programs ranging from an HMO to the State’s own Group Benefits Insurance program. The State of Louisiana pays a portion of the cost for group health and life insurance. Dental and vision coverage are also available. More information can be found at www.groupbenefits.org.

Deferred Compensation – As a supplemental retirement savings plan for employees, the State offers a Deferred Compensation Plan for tax deferred savings.

Holidays and Leave – State employees receive the following paid holidays each year: New Year’s Day, Martin Luther King, Jr. Day, Mardi Gras, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day and Christmas Day. Additional holidays may be proclaimed by the Governor. State employees earn sick and annual leave which can be accumulated and saved for future use. Your accrual rate increases as your years of service increase.

Retirement – The Louisiana State Employees Retirement System (LASERS) is a qualified defined benefit pension and retirement plan under Section 401 (a) of the Internal Revenue Code. LASERS’ provides retirement allowances and other benefits for state officers and employees and their beneficiaries. Additional information on this program can be found at www.lasersonline.org.

If you have any questions please contact Wanda Stewart
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